



Board of Supervisors

Budget Work Session

~ Notes ~

425 Wells Road
Doylestown, PA 18901
<http://doylestownpa.org/>

www.facebook.com/doylestowntwp
Twitter: @DoylestownTwp

215-348-9915

Tuesday, June 20th, 2017

4:00 PM

Public Meeting Room

Meeting called to order 4:07 PM

In Attendance: Barbara N. Lyons, Chairman, Rick Colello, Vice Chairman, Ken Snyder, Shawn Touhill, Ryan Manion, Stephanie Mason, Township Manager, Ken Wallace, Finance Director, Autumn Canfield, Special Projects Coordinator, David Tomko, Director of Operations, Sinclair Salisbury, Director of Code Enforcement, Dean Logan, Chief of Police, Sgt. Justin Notarfrancesco, Brenda Bray, Chairman Ways & Means, Ed Ebenbach, Vice Chairman Ways & Means, Joe Delikat, Ways & Means

Annual Audit Update:

Annual Audits are complete. There is an exit interview planned. Mr. Wallace has reviewed the preliminary financial statements and does not see a problem.

Status of Pension Plan Review:

Mr. Delikat reported on the findings thus far. Assets exceed liabilities. The review done is for police and non-uniform combined. The issue is the rate at which interest should be earned is 8% but it has actually been 4-5% in terms of real earnings. If the amount falls short, the Township should make up the difference.

It has been suggested that the pension should be funded at 100% for best practice. The assumption that 80% funded is healthy is myth. In PA, a 90% or lower level is considered distressed. This is contradictory to other information that was given in the past.

Take aways:

- heading in the wrong direction. The Township needs to get to 80% and work toward 100%.

- The Township should move from annual payments to monthly. It was already decided to move to quarterly payments after the last Board of Supervisor meeting.

- Pension Contributions should be increased beyond the required MMO as soon as practical to help reduce the funding gap.

- The Township should lower its "Discount Rate Assumption".

More research is needed. On July 11th, there is a meeting planned with a financial advisor. The next step is to wrap up work with Kennedy and meet with Brenda Grady to determine why she is choosing the funds she is. On September 30th there should be a final report to go to Ways and Means and then to the Board of Supervisors. The subcommittee will report to the Pension committee in August with whatever information they have.

Capital Program for 2017:

The 2017 approved capital expenditure forms with updates were provided in the packet. The group will reach out with any questions.

Mr. Snyder asked if forms would be submitted for 2018.

There are some known requests coming up. All capital expenditure requests will be reviewed at the September or October meetings.

There is a 2017 financial review set up in July.

Stormwater Remediation Update:

Ms. Canfield reported that GHD has continued mapping and begun their extended work on the PRP and TMDL plans. A representative will be meeting with Mr. Garr to discuss possible projects in the Township. There will be a draft plan soon.

Staffing Needs:

Administration would like to expand the intern budget available to \$18,000-\$20,000 to allow for more intern help which could be used in various departments.

There is an anticipated retirement in 2018 that will hopefully be filled by a promotion form within. There will then be a laborer hired.

The Police are trying to maintain their uniformed numbers and need to hire two patrol officers to do so. The spots may be filled by the end of the year.

Ms. Manion wanted to revisit the communication coordinator position discussed last year. She believes the position should be full time and an intern would not adequately fulfill the need. She will put a proposal together before September 19th for review.

Mr. Delikat would like to know how much relief the position would provide to other employees. He agrees that an intern would not be sufficient for the role.

The open budget analyst position was questioned. The Township is in the process of filling the role.

Financial Support for Fire Companies/Act 172:

Information from various sources was provided. Municipalities are meeting to talk about guidelines. Central Bucks municipalities are hoping to get together to establish consistency in ordinances.

Providing a tax break for Earned Income Tax would provide incentive for people to become volunteer firefighters. One suggestion is to use a fixed dollar amount instead of a percentage and the amount would be capped. The hope is to have the matter concluded by the end of the year for implementation in 2018.

Ms. Lyons suggested research what BCATO is doing as well.

Roads Program/Infrastructure Database Proposal:

In the past, the goal was to recognize a preventative maintenance program, methods used and cost associated. Selection of roads was based on institutional knowledge and road inspections. The method of maintenance is then decided, bid documents prepared and then work completed. The Township is still relying on institutional knowledge. There is now an infrastructure spreadsheet and chart to determine need. Road inspections are still done, method of maintenance chosen and bids/work completed.

Mr. Tomko believes the future of the road program is based in a GIS Asset Management Program. This will allow for development of an objective Maintenance Program using inspection criteria and standards to rate roads. Road inspection, maintenance method selection and bids/work completed would still follow.

A program like this would allow all the institutional knowledge to be pooled in one location, making it available to everyone in a user friendly format.

In order to do this, an asset management package would have to be chosen. It is an investment that needs to be maintained. The database could then be built.

Current systems would have to be merged or abandoned. The DTMA is meeting with a group regarding GIS for similar uses. Mr. Snyder feels it is important for them not to get ahead of us and to work together. Mr. Tomko will attend the meeting.

Mr. Tomko explained that GIS online would be needed. The DTMA already has it but the Township would need it as well. An intern could be sought or it could be contracted work. The benefits include real time data collection, strategic planning tools, and savings in productivity.

The cost would be \$70,000 for startup and \$55,000 to maintain each year.

The next step is to identify this as a 2018 potential project. The capital expenditure form will provide more detail.

Other Topics of Interest:

Ms. Manion previously discussed the Communications Coordinator position. No other topics of interest were discussed.

With no other business, meeting adjourned at 4:55pm.

Minutes respectfully submitted by

Autumn Canfield
Special Projects Coordinator